



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Jacksonville Division**

VACANCY ANNOUNCEMENT

Automation Support Specialist

CL 27 - \$45,125 - \$56,411 *

Announcement Number: 09-20 Position Closes: Open Until Filled Available: August 1, 2009

The position of Automation Support Specialist is a permanent position and operates as a member of the IT Department of the Middle District of Florida, District Court. The incumbent provides general PC support to judges, judicial staff, and the employees of the Clerk's office in the Jacksonville Division. This position will report directly to the Information Technology Systems Manager.

Representative Duties

Maintains and supports courtroom evidence presentation equipment for use during court hearings and trials. Assists in feasibility studies on the future direction of courtroom technology such as videoconferencing.

Advises court managers on how to meet needs for sorting, recording and retrieving information, including time and cost requirements in terms of personnel and funds.

Installs or assists in the installation of new or revised releases of national systems.

Develops software to extract information from existing system databases or, conversely, to add information to the database.

Develops and installs software and advises the staff on the use of the software.

Prepares and maintains the documentation of all locally-developed software used at the site.

Provides day-to-day system backup. Monitors day-to-day operations of the equipment and systems. Acts as the technical expert in solving computer system problems.

Maintains contact with other automation court personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.

Using technical knowledge, assists in securing automation equipment, especially in the office automation areas, or when applications require new hardware.

Recommends, receives, inventories, and configures hardware as directed from the District's systems management staff for deployment. Provides on-going help desk support for all automation related equipment.

Minimum Qualification Requirements

Requires a minimum of four (4) years of relevant work experience at progressively responsible levels in Office Automation Systems, Data Processing and Data Communications. Experience

should include user applications, terminology, and methodology. Demonstrated accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Thorough knowledge of PC hardware/software in order to provide excellent technical support for a user base of up to sixty. LAN/WAN experience preferred.

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 09-20, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.